

# YOUTH SERVICES POLICY

<b>Title:</b> Pay Administration and Management <b>Next Annual Review Date:</b> 05/06/2010	<b>Type:</b> A. Administrative <b>Sub Type:</b> 2. Personnel <b>Number:</b> A.2.2
	<b>Page 1 of 17</b>
<b>References:</b> 2-CO-1C-01, 2-CO-1C-13, 2-CO-1C-22 (Administration of Correctional Agencies), 4-JCF-6C-12 (Performance-Based Standards For Juvenile Correctional Facilities); YS Policies A.2.1 "Employee Manual", A.2.36 "Recoupment of Overpayments", and C.5.2 "Duty Officers and Reporting of Serious Incidents"; Civil Service Rules Chapter 1, Definitions, Chapter 6, Pay Plan, Civil Service Rule 12.3(b), Civil Service Rule Chapter 21 Overtime and Overtime Compensation, Louisiana Constitution Article X, Part 1, Section 10(A)(1); and the Fair Labor Standards Act (FLSA.)	
<b>STATUS: Approved</b>	
<b>Approved By:</b> Mary L. Livers, Deputy Secretary	<b>Date of Approval:</b> 05/06/2009

## I. AUTHORITY:

Deputy Secretary of Youth Services as contained in La. R.S. 36:405. Deviation from this policy must be approved by the Deputy Secretary.

## II. PURPOSE:

To establish and maintain uniform application of Youth Services (YS) Pay Plan options and features.

## III. APPLICABILITY:

Deputy Secretary, Assistant Secretary, Undersecretary, Deputy Assistant Secretaries, Facility Directors, Regional Managers and all other personnel who are authorized to make recommendations for pay adjustments for employees under their jurisdiction.

## IV. DEFINITIONS:

**Base Pay** - actual pay excluding overtime, premium pay, shift, etc.

**Base supplemental pay** - "Base Supplement" means additional pay above the range maximum, when authorized by the Civil Service Commission and approved

by the Governor under limiting factors (e.g., by job titles, geographic areas, organizations, etc.) it deems appropriate when market and employment conditions require such supplement in order to maintain competent and experienced staff, which is treated as a part of base pay.

**Calendar Year** - for purposes of this policy a "calendar year" means 12 months starting the first day of an event. For example, if a restricted appointment starts May 1, then the "calendar year" begins May 1 and continues to April 30.

**Custody Staff** - all security personnel.

**Exempt Employees** - an FLSA exempt employee is one who is not covered by the minimum wage and overtime provisions of the Fair Labor Standards Act. It is a term referring to those groups of employees that are "exempt" from the overtime provisions of the Fair Labor Standards Act.

**Hiring Rate** - a maximum optional entry rate up to which an agency may fluctuate special entrance rates for a specific job. These rates are established by Civil Service based on the competitive market salaries.

**Non Exempt (FLSA)** - An FLSA nonexempt employee is one who is covered by the minimum wage and overtime provisions of the ACT.

**Overtime (K-time)** - hours worked in excess of an employee's regular work schedule. (When an employee's regular work schedule is less than 40 hours per week, e.g. students and part-time employees, overtime does not occur until an excess of 40 hours per week occurs.)

**Pay Schedule** - the organization of pay grades and ranges established for jobs in the classified service. There are currently six pay schedules: Administrative (AS), Medical (MS), Protective Services (PS), Technical/Scientific (TS), Social Services (SS), and Technical and Skilled Trades (WS).

**Premium Pay** - a rate of pay or a schedule of rates used for jobs which have unusual employment conditions to remain competitive. In order to remain competitive with the pay practices of market competitors, the Civil Service Commission may authorize special pay for positions in a job where employment conditions are unusual. Additional pay may be authorized for an employee who performs extraordinary duty that is not an integral part of his regularly assigned duties. Such additional pay shall not be considered as part of the employee's base pay.

***Shift Differential*** - a pay mechanism which may be utilized at the discretion of the Unit Head to compensate employees who work certain designated shifts. "Shift Differential" means extra pay allowances made to employees who work nonstandard hours.

***Special Entrance Rate*** - a set entry rate of pay requested by Youth Services (YS) and approved by Civil Service, which is higher than the minimum for a pay range and which has been established to competitively recruit applicants in a specified job. When used in conjunction with a maximum hiring rate, the special entrance rate can fluctuate - up to the maximum hiring rate - based on YS needs. When economic or employment conditions cause substantial recruitment or retention difficulties, the Director may authorize the appointment of qualified applicants at a special entrance rate or may authorize the use of a special retention rate within the range, or within the range plus base supplement authorized for the position, for the job in a limited geographical area or for positions in a job where employment conditions are unusual.

***Straight-Time Overtime*** - overtime earned by FLSA "Exempt" employees; overtime earned by non-exempt employees who have not physically worked their regular work schedule (see applicable Civil Service rules for holiday compensation).

***Time and One-Half Overtime*** - overtime earned by employees who are FLSA non-exempt when they have physically worked hours in excess of their regular work schedules. (Under some conditions, the Civil Service Commission may allow exempt employees to earn time and one-half.)

***Unit Head*** - Deputy Secretary, Facility Directors, and Regional Managers.

***YS Central Office*** - Offices of the Deputy Secretary, Undersecretary, Assistant Secretary, Deputy Assistant Secretaries and their support staff.

## **V. DUTIES AND RESPONSIBILITIES:**

It shall be the responsibility of each unit head to:

- A. Review the budgetary impact, as well as operational needs of his/her unit when considering pay options;
- B. Appraise consistency and equity of application of this policy; and
- C. Ensure that all necessary procedures are in place for proper management and administration of the pay program.

**VI. POLICY:**

It is the Deputy Secretary's policy that YS Pay Plan pay adjustments, overtime compensation and special pay rates shall be equitably applied.

**VII. PROCEDURES:**

Civil Service pay rules allow for YS discretion and flexibility in many areas of pay administration. To guide YS application of these rules, specific procedures for use of special pay rates, implementation of the pay adjustments and overtime payments are outlined as follows:

Unless otherwise stated, Unit Heads shall address all requests for exemptions directly to the Undersecretary, who shall consult with the Deputy Secretary as necessary. All correspondence addressed to the Civil Service Director or the Civil Service Commission requesting exemptions or use (or revision) of pay options shall be processed through the Deputy Secretary and shall bear his/her signature.

**A. Detail to Special Duty Pay**

Adjustments shall be implemented the same as for a promotion (see Civil Service Rule 6.7). Unit Heads may detail employees for up to one year with written justification. Unit Heads shall forward justification to the Central Office Human Resources Office. If a job detail lasts more than one year, justification shall be sent to the Undersecretary two months before the detail ends. The Undersecretary shall determine if the request may be forwarded to the Department of Civil Service for the Director's approval.

**B. Demotion-Involuntary (For Disciplinary Reasons)**

The pay reduction for a demotion in rank shall be reduced by a minimum of 7% and may be set at a lower rate in the range provided that it is no less than the minimum.

**C. Demotion – Voluntary**

1. Unit Heads may be authorized by the Deputy Secretary, Assistant Secretary or Undersecretary to approve voluntary demotions when such actions are in the best interest of the unit.
2. The Unit Head may grant a voluntary demotion without loss of pay providing the employee shall not be paid above the maximum of the lower pay range and certify that this is not in an arbitrary or fraudulent manner designed to increase the employee's rate of pay.

**D. Extraordinary Qualifications/Credentials**

The pay of an applicant who possesses extraordinary, job-related qualifications/credentials above and beyond the minimum qualifications of the job for which he/she has applied may be set at a rate that does not exceed the range of third quartile upon the review and approval of the Central Office Director of Human Resources, who shall consult with the Deputy Secretary as necessary. To determine the range of the third quartile, refer to the Civil Service Pay Grid for the position's Pay Schedule.

1. Unit Heads shall request approval of the Deputy Secretary, Assistant Secretary, Undersecretary or designee for this pay rate **prior** to a conditional offer of employment in accordance with the guidelines described in this section.
2. Requests shall be routed directly to the Central Office Human Resources Office for technical and procedural review. If all documents are in order, the request shall be forwarded to the Undersecretary for approval.
3. A Unit Head's requests for approval of this pay consideration shall include:
  - a. A description of the extraordinary qualifications or credentials and their significance (i.e. What are the minimum qualifications and what does the applicant possess above and beyond the minimum?);
  - b. Certification by the Unit's Human Resources Office that the extraordinary qualifications or credentials have been verified and documented as job related;
  - c. Certification by the Unit's Human Resources Office that the proposed rate does not exceed the midpoint of the range for the affected job and describes how the rate was calculated;
  - d. A description of the circumstances applicable to the Unit which necessitates the hiring of the individual at an advanced rate of pay (i.e. recruitment difficulties, inadequate pool of applicants, unique job type, etc.);
  - e. A list of the names and salaries of all probational and permanent employees in the Unit who occupy positions in the affected job and who possess the same or equivalent qualification and/or credentials and whose qualifications and/or credentials have also been verified and documented as job-related.

4. For those requests submitted by Unit Heads and approved by the Undersecretary, salaries of all current probational and permanent employees in the affected Unit who occupy positions in the affected job and possess the same or equivalent qualifications/credentials shall be adjusted by the same percentage as the applicant, effective the date the applicant is hired provided that their qualifications/credentials are also verified and documented as job-related.
5. If the circumstances of the hire rate are not unique to the Unit, the Undersecretary may expand the pay adjustment (described above) beyond the boundaries of the Unit to include all applicable probational and permanent employees of YS.
6. Documentation of the verification of the qualifications and credentials shall be maintained in the Unit's personnel file, along with correspondence related to the Unit Head's request. Copies of all related documents and correspondence shall be attached to the letter of request.
7. The Central Office Human Resources Office shall maintain a record of approved requests and shall assist the Units to ensure that the hire rates of subsequent new hires who possess similar extraordinary qualifications and/or credentials shall be consistent.

**E. Individual Pay Adjustment**

Requests for Special Pay Provisions under Civil Service Rule No. 6.16(c) may be submitted by the Unit Head. Such requests shall be addressed to the Undersecretary and shall include the employee's name, job title, current salary, proposed payment amount and justification for the request. Civil Service Commission approval is required for this type of request.

**F. Pay for Employees at the Pay Range Maximum - Civil Service Rule 6.16(g)**

Employees with 12 years or more of continuous state service and who have been at the maximum of one pay range for 3 years or more with satisfactory performance ratings shall be eligible for lump sum payments of up to 4% of their base salary. Payment may be made prospectively up to three years following the initial eligibility and may be any amount up to 4% of the employee's base salary.

On July 1st of each year, the Central Office Human Resources Office shall prepare a fiscal year summary for the Undersecretary listing all eligible employees for the upcoming year. The Undersecretary shall forward the

listing to the Unit Heads for review. The Unit Heads shall forward a recommended list of employees to the Undersecretary for payment.

Eligibility exceptions are:

1. No employee may receive such payment more frequently than every three years; and
2. Employees whose pay is red-circled are not eligible.

**G. Optional Pay Adjustments - C.S. Rule No. 6.16.2**

Provided that funding is available, consideration may be given to grant either base pay or lump sum adjustments to permanent employees in the following circumstances:

1. To provide for the retention of permanent employees deemed essential to YS.
  - a. Employees judged to be essential to YS may receive a base pay increase of up to 10% in order to match a written and verified salary offer from a private employer, an unclassified position in State service, or a position at a non-state governmental entity.
  - b. Employees who are at the range maximum may receive a one-time lump sum payment only.
2. Adjust pay differentials between comparable employees.

A base pay increase of up to 10% may be granted to a permanent employee whose pay is affected by an increase given to other employees in either the same job series or supervisory chain. Such increases shall be limited to compression caused by those instances where the implementation of either Civil Service Rule No. 6.5(b), or 6.5(g), the implementation of a structure adjustment, or similar circumstance caused the pay discrepancy. Employees at the range maximum shall not be eligible for an increase.

3. Recruitment of employees into positions for which recruiting is difficult.

A base pay increase of up to 10% may be granted to a classified State employee in addition to any other compensation granted under Civil Service Rule No. 6.7 in order to attract said employee into a position for which recruiting was difficult. Employees at the range maximum may receive a one-time lump sum only.

4. To provide compensation for employees who perform additional duties.
  - a. A base pay increase of up to 5% may be granted to a permanent employee who is assigned additional duties on a permanent basis. Such permanent duties shall be documented on an official job description.
  - b. Employees at the range maximum who are assigned additional permanent duties may receive a one-time lump sum payment of up to 5% of their base pay. Civil Service Commission approval is required for requests for payments over 5% (up to 10%) for employees who are assigned duties on a permanent basis.
  - c. The Civil Service Commission shall approve requests for payments up to 10% for employees with a level of work of Administrator or higher on their Civil Service Job Description, who receive permanent additional duties.
  - d. Employees who are assigned additional duties for a limited time period may receive a lump sum payment of up to 5% of their base pay for such duties. Payment of such a lump sum may be made in one payment at the end of the duration of the duties or may be spread among pay periods for the duration of the assignment for a period not to exceed one year. If the duration of the assignment exceeds one year, a request for payment shall be resubmitted.
  - e. Employees at maximum pay range who are assigned additional temporary duties may receive a one time lump sum payment of up to 5% of their base pay. Payment of the lump sum may be made either at the end of the duration of the duties or may be spread among pay periods for the duration of the assignment for a period not to exceed one year. If the duration of the assignment exceeds one year, a request for payment shall be resubmitted to the Undersecretary for approval. Civil Service Commission approval is required for requests of payments over 5% for employees who are assigned temporary additional duties.
  - f. Civil Service Commission approval is required for all requests for payments up to 10% for employees with a level of work of "administrator" or higher on the Civil Service Job Description who receive temporary additional job duties.



- g. No employee shall be eligible for either a lump sum or base pay increase for additional duties which were compensated according to another Civil Service Rule.
  - h. In order to be eligible for payment, the additional duties assigned shall require that the employee possess new skills or competencies.
  - i. An "Optional Pay Adjustment Questionnaire for Additional Duties" [Attachment A.2.2 (a)] form shall be completed for all requests for payment for permanent or temporary additional duties that require Civil Service Commission approval.
- 5. All requests for individual pay adjustments under the Optional Pay Adjustments Rule require the prior approval of the Undersecretary, who shall consult with the Deputy Secretary as necessary. Unit Heads shall submit a written request to the Central Office Human Resources Office for review and forwarding to the Undersecretary. Requests for adjustments that require Civil Service Commission approval shall be submitted on the "Optional Pay Adjustment Request Form" [Attachment A.2.2 (a.1)]. The request shall include:
  - a. Employee name;
  - b. Employee social security number;
  - c. Job title;
  - d. Position number;
  - e. Current base salary;
  - f. Type and amount of pay adjustment requested; and
  - g. Justification
- 6. After approval by the Undersecretary, the Unit Head shall be notified by the Central Office Human Resources Office to process the paperwork.
- 7. No employee shall receive more than the maximum amount approved by Civil Service within a fiscal year.
- 8. Unit Heads shall post the employee's name, job title and the amount of the pay increase of any employee who receives a pay adjustment under this rule.

9. Reporting:

Unit Heads shall submit an annual (fiscal year) report to the Central Office Human Resources Office no later than July 10th documenting all lump sum and permanent adjustments made. The report shall contain the information outlined in Section VII.G.5. for each payment.

- a. The Central Office Human Resources Office shall compile the Unit reports into YS formal Optional Pay Adjustment Report to be submitted to the Department of Civil Service no later than July 31st each year. The Central Office Human Resources Office shall also provide a copy of the report to the Deputy Secretary, Undersecretary, Assistant Secretary, and the Deputy Assistant Secretaries.
- b. The Central Office Human Resources Office shall maintain a central file containing the formal Optional Pay Adjustment Report for five years for auditing purposes.

H. Hiring Rates

1. Based on local recruitment conditions, flexible Special Entrance Rates, not to exceed the established Hiring Rates, may be used for those jobs specified by Civil Service and in accordance with applicable Civil Service pay rules. (Hiring Rates are established by Civil Service for regional areas of the State.)
2. Requests to increase the established hiring rate shall be directed to the Undersecretary through the Central Office Human Resources Office. Requests to increase the established hiring rate shall require Civil Service approval and Civil Service shall establish any new hiring rates.

I. On-Call

On-call status includes, but is not limited to: shift-call custody staff; on-beeper employees; authorized on-call employees; and Duty Officers.

1. Shift-call custody staff shall be required to be available one hour prior to shift change for possible call-in to report for duty in the event of staff shortages, specific program needs, etc. Shift-call custody staff are assigned and scheduled in advance and may be credited with compensatory leave prorated on the basis of one hour of compensatory time for each four hours of shift-call duty. A ledger shall be maintained by the employee to document the time claimed. Supervisory review and approval of the time claimed shall be required.

2. On-beeper employees carry beepers and shall be required to be available to receive calls for assistance and/or calls reporting information after normal working hours. Employees who are "on-beeper employees" may be credited with compensatory time in increments of 30 minutes for actual time worked and/or for responding to a call beyond regularly scheduled work hours or on weekends and holidays. If actual time worked exceeds 30 minutes, FLSA overtime compensation requirements shall apply for non-exempt employees. A ledger shall be maintained by the employee to document the time claimed. Supervisory review and approval of the time claimed shall be required.
3. Authorized on-call employees shall be required to be available to report to duty within a specified period of time in an unplanned situation. This applies in any situation where an employee is directed by his/her supervisor or Unit Head to be ready to report to duty. Employees who are in "authorized on-call" status may be credited with compensatory leave prorated on the basis of one hour of compensatory time for each four hours of authorized on-call duty. A ledger shall be maintained by the employee to document the time claimed. Supervisory review and approval of the time claimed shall be required.
4. Duty Officers shall be compensated as described below. When the designated Duty Officer is unable to remain within beeper range at any time during his/her tour of duty, due to planned or unplanned events, he/she shall be responsible for advising his/her supervisor and arranging acceptable alternative coverage.
5. Facility, Field Office and YS Central Office Duty Officers earn leave as follows:
  - a. On weekends and holidays: compensatory leave prorated on the basis of one hour of compensatory time for each four hours of Duty Officer status.
  - b. Weekdays after normal working hours: compensatory leave in increments of 30 minutes for actual time worked.
  - c. If actual time worked exceeds 30 minutes, FLSA overtime compensation requirements will apply for non-exempt employees.
6. When a Unit is declared officially "closed" (essential personnel only) because of an emergency or natural disaster, employees who are required to be on-call may be paid at the existing rate designated as the "holiday/weekend" rate.

7. Units shall have written procedures which record On-Call assignments. The records shall include the employee's name, date of assignment, job title and position number, shift assignment, method of payment and purpose of on-call status.
8. On-call assignment records shall be maintained by the Unit's Human Resources Office and shall be available for review upon request.
9. Any other incidents of on-call duty not specifically described herein may be compensated at the discretion of the Unit Head by either crediting compensatory leave in increments of 30 minutes for actual time worked or prorated on the basis of one hour of compensatory time for each four hours of on-call status. If actual time worked exceeds 30 minutes, FLSA overtime compensation requirements shall apply for non-exempt employees.

**J. Overtime**

Requests to work overtime must be approved in advance by an employee's immediate supervisor.

An employee in the classified service may be required by his appointing authority to work overtime. Unless stated otherwise, overtime shall be compensated at the discretion of the Unit Head in accordance with applicable Civil Service rules and the Fair Labor Standards Act.

1. For overtime other than holiday overtime, Personnel Form 16 shall be used by each employee to document any overtime hours. This form shall be attached to the Time and Attendance Sheet and shall be required prior to the approval of any overtime compensation.
2. An employee may be eligible to earn compensatory leave for time worked in excess of his/her regular work schedule. Accrual and accumulation restrictions by pay level and job class are as set forth in Section VII.J.4. below.
3. Compensatory Leave Accrual and Accumulation - Compensatory Leave (state overtime/K-time) hour for hour Accrual: All employees may accrue up to 360 hours of straight-time compensatory leave per calendar year in accordance with Civil Service rules.
  - a. Non-exempt: Employees occupying non-exempt positions who accrue in excess of 360 hours of straight time compensatory leave during a fiscal year shall receive cash payment within 60 days after July 1st of each fiscal year.

- b. Compensatory Leave (state overtime/K-time) hour for hour Accumulation: All employees may accumulate and carry forward (to the next fiscal year) a maximum of 45 working days of straight-time/K-time within 60 days of July 1 of each fiscal year.
  - c. All custody staff work 12-hour days and may carry forward a maximum of 540 hours to the fiscal year (45 12-hour working days).
  - d. For exempt custody staff: Accumulations in excess of the 540 hours may be paid or reduced to a maximum of 45 working days of straight-time/K-time within 60 days after July 1 of each year.
  - e. Support, administrative, medical and other personnel work 8, 10 or 12 hour days and may carry forward into the next fiscal year an amount of hours equal to the number of hours in the normal work day times 45 days.
4. Compensatory Leave - C.S. Rule No. 21.12 (3): Upon separation or transfer, all unused compensatory leave earned hour for hour for non-exempt personnel shall be paid at the base pay received by the employee, excluding premium pay and shift differential.

**K. Premium Pay**

Premium pay and/or premium pay rates may be used to facilitate the retention and recruitment of personnel. Premium pay rates may include compensatory factors for those areas deemed most critical to each unit.

- 1. Requests for new premium pay applications or changes to existing premium pay rates may be requested by the Unit Head. Such requests shall be forwarded to the Undersecretary through the Central Office Human Resources Office and shall contain the information required by Civil Service. Civil Service approval shall be required prior to implementation of any new premium pay rates.
- 2. Premium pay rates shall be implemented uniformly within each unit and on a non-discriminatory basis.
- 3. Documentation of such use of premium pay rates shall be provided to the Central Office Human Resources Office in accordance with Civil Service requirements.

4. Chase Teams:

Premium pay of \$100 per month is authorized for the Chase Team of each facility as follows:

JCY	6 team members
SCY	6 team members
BCCY	6 team members

Unit Heads, Directors, Deputy Directors, and Assistant Directors shall not be eligible for premium pay under the Chase Team designation.

Specific positions and corresponding position numbers shall be designated and assigned for the purpose of identifying Chase Team membership and premium pay eligibility. Such assignment shall be achieved through collaboration between the Unit and the Central Office Human Resources Office. The Unit Human Resources staff shall coordinate usage of these position numbers with the Central Office Human Resources Office as appropriate.

5. Probation and Parole (P&P) Tactical Community Policing Unit:

Premium Pay of \$5.00 per hour (up to a maximum of \$100 per month) shall be authorized for the P&P Tactical Community Policing Unit under the Chase Team designation of premium pay.

6. Probation and Parole Officers 1, 2, 3 and Supervisors shall be eligible under the Chase Team designation of premium pay.

7. Firearms Instructors (POST Certified) and Defensive Tactics Instructors:

Premium Pay of \$100 per month shall be authorized for the Firearms Instructors (POST Certified) and Qualified Defensive Tactics Instructors for each unit as follows:

- a. Firearms Instructors shall successfully complete POST Firearms Instructor School and shall be a POST Certified Firearms Instructor.
- b. Defensive Tactics Instructors shall be either POST certified or successfully complete the POST curriculum requirements for defensive tactics instructor - Pressure Point Control Tactics.
- c. These specialized skills shall be associated with the employee and not the position. The premium pay shall be removed when a person is no longer utilized as an instructor.

8. National Rifle Association (NRA) Instructors

Premium Pay of \$50 per month shall be authorized for the NRA instructors for Probation and Parole.

- a. Unit Heads, Directors, Deputy Directors, and Assistant Directors shall not be eligible for the NRA Instructor designation of premium pay.
- b. The maximum premium pay allowance shall be \$100 per month for an employee who serves as both a POST Certified Firearms Instructor and NRA Instructor.

L. Promotion

Promotional pay increases may be granted for the maximum amount permitted under Civil Service Rule No. 6.7.

M. Reduction in Pay for Cause

Reductions in pay which result from disciplinary actions shall be implemented in the lowest percentage increment which shall not cause the employee's pay to fall below the minimum of the pay range. The maximum percentage increment shall be 7%; the maximum number of bi-weekly pay periods on reduction is 78.

N. Re-employment

The compensation of an employee who is non-competitively re-employed in accordance with Civil Service Rule No. 6.5(c) shall be set at a point between the minimum of the applicable pay range up to the maximum of the former rate earned at the discretion of the Unit Head.

O. Restricted Appointment

Compensation for employees hired on restricted appointments shall be set between the minimum and mid-point rate of the applicable pay range. The Unit Head shall forward written justification for each restricted appointment to the Central Office Human Resources Office. A person may serve on a restricted appointment for a maximum of six months in a calendar year with no exceptions (see definition of calendar year in Section IV Definitions). The Unit Head may terminate a restricted appointment at his discretion.

1. Exceptions to the above regarding pay above the mid-point rate may be requested through the Undersecretary by the Unit Head prior to a conditional offer of employment. Requests shall include documentation and justification for the higher rate of pay.
2. The Central Office Human Resources Office shall be charged with the responsibility for monitoring the use of restricted appointments, reporting such usage to the Undersecretary as appropriate.

**P. Shift Differential**

Payment of shift differential for certain job classes may be implemented by the Unit Head for recruitment and retention purposes.

1. Shift differential schedules shall be implemented uniformly within each unit and on a non-discriminatory basis.
2. Shift differential may, at the discretion of the Unit Head, be paid at the existing "holiday/weekend" rate to employees who are required to work when a unit is declared officially "closed" (essential personnel only) because of an emergency or natural disaster.
3. Requests for new shift differential applications or changes to existing rates may be sought by the Unit Head. Such requests shall be submitted to the Central Office Human Resources for review and forwarding to the Undersecretary. All requirements shall be approved by the Undersecretary prior to submission to Civil Service for approval.

**Q. Special Entrance Rates**

Special entrance rates may be requested as deemed necessary by the Unit Head. Such requests shall be submitted in accordance with Civil Service requirements and shall be forwarded to the Undersecretary through the Central Office Human Resources Office.

1. Units are encouraged to contact Central Office Human Resources Office to assess and address problems that may result from implementation of the higher pay rates.
2. In accordance with Civil Service Rule 6.5 (b) 1, Central Office Human Resources Office shall adjust the salaries of current employees working in the positions (to which the special entrance rate applies) up to, but not to exceed, the amount of the percent difference between the new special entrance rate and the previous rate. The new rate cannot exceed the maximum of the pay range.



3. When special entrance rates or special retention rates are adjusted downward, the individual pay rates of employees occupying positions affected by the authorized rates shall not be changed.

#### **VIII. REPORTING DISCREPANCIES:**

Employees shall be responsible for reviewing their pay checks and reporting over-payments and under-payments to their Unit Human Resources Office as soon as possible. Central Office Human Resources Office shall process the recoupment in accordance with the Statewide Uniform Payroll Policy.

**Previous Regulation/Policy Number:** A.2.2  
**Previous Effective Date:** 08/19/2004



**Attachments/References:** A.2.2 (a) Optional Pay Adjustment Questionnaire 5-6-09.doc



A.2.2 (a.1) Optional Pay Adjustment Request Form 5-6-09.doc